

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Regular Study Session
Monday, November 20, 2017**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, November 20, 2017** at the time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Mark A. Herak, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Additional Officials Present: Rhett Tauber, Esq. Town Attorney; Pete Hojnicky, Police Chief; Police Sergeant Randy Stewart, President, Fraternal Order of Police Donald Sheppard Chapter; and Kathy DeGuilio-Fox, Redevelopment Director were present.

Additionally present: Ed Dabrowski, Contract Information Technology Consultant was additionally present.

General Substance of Matters Discussed or Proposed

1. **Entrance Conference with the State Board of Accounts.** The Clerk-Treasurer reported that the State Board of Accounts arrived at during the day to begin work on the external audits of the Town for the fiscal years, 2013, 2014, 2015 and 2016. The Clerk-Treasurer explained that the external auditors intended for an entrance conference and desired the Town Council President as municipal executive or his designee, to attend on Tuesday, November 21, 2017 at 2:00 p.m. at the municipal building.

The Town Council President consented to have Councilor Mark Herak attend as his designee to represent the Town Council and if he is available, Councilor Steve Wagner as vice president of the Town Council. The Clerk-Treasurer indicated that he would communicate the designation and confirm the schedule.

2. **Perform added mark-up on *Introduced Ordinance No. 1647*:** Amending the Public Records Management Chapter of the Highland Municipal Code. The Town Council, the Clerk-Treasurer, the Police Chief and the Town Attorney performed mark-up on the introduced ordinance particularly determining the uniform policy for those access matters that the relevant law describes as "discretionary." It was noted that rather than have each department decide and risk not uniform execution of the access law, the Town Council would determine in the code whether a particular category would be disclosable or non-disclosable.

The mark-up was completed. The Clerk-Treasurer indicated that he would work with the Town Attorney to incorporate the mark-ups into the final draft of the introduced ordinance for action by the Town Council at a future meeting, before year-end.

3. **Discussion with Police Sergeant Randy Stewart Highland Fraternal Order of Police.** Sergeant Stewart reported that he had been re-elected at an earlier meeting of the F.O.P. He expressed appreciation for the actions of the Town Council related to the wage and salary changes effective in 2017 for the Police Department. He requested that the Town Council take what steps it could for 2018, noting that the department hoped for something like 2% to 3% increase in full time employees' base pay.

- 4. Turkey's for town employees:** The Town Council President indicated that he would like to purchase turkeys again this year for the town employees for Christmas. The Clerk-Treasurer indicated that he had identified some resources in the Town Council Office's budget in the public relations account as well as two others that could be used for the purposes of the purchase, provided the Town Council formally authorized it at a meeting.

The Town Council President instructed the Police Chief to work with the Clerk-Treasurer and the Budget Chair, Councilor Herak to cause the purchase and distribution of a turkey for each eligible worker as will be authorized at the November 27th meeting of the Town Council.

- 5. Appointments to the various boards and commissions.** The Town Council President asked that each councilor in his role as liaison inquire of the members whose terms are expiring, about interest in reappointment. The Clerk-Treasurer indicated that he would prepare a memorandum reporting the expiring appointments and vacancies on the various boards and commissions.
- 6. Special Action for Patrol Officer John Swisher.** The Police Chief explained that John Fisher, who was absent on a workers compensation disability leave, had vacation time earned in 2016 for 2017 that he desired to protect somehow for future compensation to Officer Swisher. The Police Chief noted that current language in the compensation and benefits ordinance, is unclear or would not allow what the Police Chief sought for the worker who was on Workers Compensation leave.

The Town Council President, without objection from the Town Council, instructed the Chief to clarify what he needed and a special action or exception for Patrol Officer John Swisher would be taken.

- 7.** The Town Council President and the Town Council reviewed the list of likely matters for the Plenary Business meeting of the Town Council for November 27.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, November 20, 2017**, was adjourned at 7:35 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer